

**HOWE TOWNSHIP
Forest County
Regular Meeting
August 12, 2020 12:30 PM**

ADMINISTRATION PRESENT.

Supervisors:
Steven E. Tachoir, Chairman
Robert E. Shaffer, Vice Chairman
Thomas P Zimmerman, Supervisor

Secretary/Treasurer/Asst. Code
Enforcement, Beverly Pollock

The meeting was called to order at 12:30 PM and the Pledge of Allegiance was recited, guest present was Road Master Rory Summers.

Public Comment: There was no public comment.

JULY 8, 2020 REGULAR MEETING MINUTES:

A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the July 8, 2020 regular meeting minutes.

AUGUST 1, 2020 SPECIAL MEETING MINUTES: A motion made by Tachoir and seconded Zimmerman was passed unanimously to approve the August 1, 2020 special meeting minutes.

JULY 2020 TREASURY REPORT:

A motion made by Zimmerman and seconded by Tachoir was passed unanimously to approve the July 2020 Treasury Report.

ROADMASTER REPORT: Road Master Rory Summers gave the following report:

T371 Job Corps Road: Overall rating is good condition; some grading has been done in the areas that were bad but the majority of the road is good. Some pot holes and surface deterioration is occurring and those areas are being fixed. Millings will need to be added to the road at Abraxas and ditches need pulled. Mowing is being done this week. All inlets from Blue Jay Creek road to the top of Rocky Run need cleaned due to a recent storm, this will be taken care of next week.

T373 Watson Farm Road: Overall rating is fair condition. The road was scar-fired and millings were added in multiple areas to re-establish the road profile and crown. There are a few areas left that will need to have millings added and be re-shaped. All ditches and cross pipes are in working order.

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ROAD MASTER REPORT cont.

T374 Sheffield Junction: Overall rating is fair condition. All ditches have been pulled and the road has been graded. There are some small sections of the road that still need attention (ditches pulled and material added) these areas will be fixed soon. There are at least three culvert pipes that need attention but it has not been determined if they will need replaced or repaired. Options have been discussed with the supervisors.

T327 Duhring Road: Overall rating is fair. Road has been scar-fired and millings have been added in multiple areas. All ditches have been cleaned and all mowing is done. There are still some areas that need scar-fired and millings, other areas need underdrain which will be addressed in the coming weeks.

T368 Cooper Tract Road: Overall rating is fair condition. There are areas at the bottom of the hill that need to be addressed. Ditches need pulled and the road profile needs re-established. All pipe inlets need to be cleaned and the mowing will be done soon.

T370 Byromtown Road: Overall rating is good. No major issues to report. All cross pipes and ditches are in working order. Road has been mowed.

BROOKSTON: Overall rating is good condition. All cross pipes and ditches are in working order. No major issues to report.

MAINTENANCE: A discussion was held about the status of the township garage furnace that was installed by A&B Heating in September 2019. The furnace has mal-functioned and quit several times over the past year and finally quit working in early spring. A&B came to look at it and decided to install a brand-new unit. To date, this has not been done. It was decided to have the secretary call A&B Heating for an update on this work and to give them a timeline of October 1, 2020 to have this repaired or replaced before taking further steps to resolve this issue. Road Master Rory Summers also reported that more millings application and grading will be done, the backhoe has been fixed, the international and the trailer are scheduled for inspection and the excavator is leaking.

ASSISTANT CODE ENFORCEMENT REPORT: Secretary Beverly Pollock gave a detailed report on code enforcement issues for the past month which included the issuance of two road permits with payment received, the response to multiple PA One Call tickets, ongoing issues with holding tanks on Route 666 and other calls with questions about septic/holding tank regulations. A call was received about a tree down on Job Corps Road and several calls were received with holding tank questions which were referred to Todd Fantaskey. A county approved building permit was issued and payment was received.

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OLD BUSINESS:

TOWNSHIP OFFICE PAINT ESTIMATES: Two estimates were received to paint the township office building and ramp and replace bad boards. A motion made by Tachoir and seconded by Zimmerman was passed unanimously to hire Jon J. Herbstritt Painting pending the answers to certain questions posed by the supervisors.

EMPLOYEE RAISES: A motion made by Shaffer and seconded by Tachoir was passed unanimously to give Road Master Rory Summers a .50/hour raise for the year 2021, a motion made by Shaffer and seconded by Tachoir was passed unanimously to give Secretary Beverly Pollock a .50/hour raise for the year 2021 and a motion made by Zimmerman and seconded by Tachoir was passed unanimously to give Road Worker Scott Paris a \$1.00/hour raise for the year 2021.

ELECTRONICS DISPOSAL: A motion made by Zimmerman and seconded by Shaffer was passed unanimously to schedule the disposal of electronics from the township cleanup day in 2019 with ECS&R in Cochran at the end of September. Secretary Beverly Pollock will call to schedule the appointment. Approval was also given to purchase calcium chloride for the winter on the same trip.

ROAD WORKER SPREADSHEETS: A discussion was held about the implementation of the Road Worker spreadsheets. Each supervisor, road master, road worker and secretary were given copies to review for a week before starting to see if any changes are needed. Road worker Rory Summers requested clip boards for the vehicles and equipment. It was also decided to contact PennDOT representative about getting anti-skid for the year, Secretary Beverly Pollock placed the initial call and the representative will reach out to the roadmaster for specifics. A motion made by Zimmerman and seconded by Tachoir was passed unanimously to purchase 200 tons of anti-skid through an RFQ pending clarification of the products available. A motion made by Tachoir and seconded by Zimmerman was passed unanimously to purchase a supply of cold patch based on quotes from both Earth Worx and Hei Way. Road Master Rory Summers will call for these quotes.

NEW BUSINESS:

BUDGET CALENDAR/WORKSHOP: A review of the 2021 budget calendar was performed. A motion made by Shaffer and seconded by Tachoir was passed unanimously to have a budget workshop on Tuesday, September 1, 2020 at 10:00 AM to go over the "wish list" items for both the road worker needs and office needs.

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OFFICE SUPPLIES: A motion made by Zimmerman and seconded by Shaffer was passed unanimously to purchase needed office supplies and carpet runner at an approximate cost of \$150.00.

BILLS TO PAY: A motion made by Tachoir and seconded by Shaffer was passed unanimously to approve the bills to be paid for August 2020.

SECRETARY NOTES: Secretary Bev Pollock gave a detailed report of all secretarial happenings beyond the daily duties for the month.

SUPERVISOR COMMENTS: Supervisor Zimmerman gave an update on the new truck modifications including that the old truck bed has been removed and Hornburg's have been in touch with a source for the hydraulics modifications. The sub frame will be taken to a powdered metal source in St. Mary's by supervisor Zimmerman. It was suggested that the International be cleaned before winter by a new business in Warren that offers this service. Secretary Beverly Pollock will provide information on Krown of Jamestown that offers rust-proofing services for the new truck.

ADJOURNMENT: A motion made by Tachoir and seconded by Shaffer was passed unanimously to adjourn the meeting at 1:40 PM.

Respectfully Submitted,
Beverly A. Pollock
Secretary/Treasurer